



**GOLD STAR AWARD
PROGRAM CRITERIA**

Standard Qualification Period: July 1, 2012– June 30, 2013

Applications available: February 3, 2014

Completed Applications Due: May 16, 2014

I. Program Standards

- A) All administrative and program standards established were met.
- B) During the standard qualification period (July 1, 2012 – June 30, 2013), all annual technology center audit exceptions must have been resolved with the Audit Manager.
- C) Evidence provided that the technology center had a current strategic plan that supports the strategic plan of the Oklahoma system of Career and Technology Education.

II. Student Services

- A) Evidence provided that eighty-percent of all students (secondary or post-secondary) (excluding client-based programs) listed on the Program Enrollment Form continue/complete career and technology training within the applicant's district, as shown by the follow-up data for students who completed a career major during the standard qualification period (July 1, 2012– June 30, 2013).
- B) Evidence provided that at least 82.5-percent of all known career major completers were (1) being placed in jobs for which they were trained, (2) continued their education, (3) or joined the military, as shown by the current **Completion/Follow-up Report**, and the percent of unknown completers must be 5 percent or less, as shown by the follow-up data for students who graduated during the standard qualification period (July 1, 2012– June 30, 2013).
- C) Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) evidence provided that 50 percent of total full-time secondary students held membership in the appropriate state career and technology student organization.
- D) During the standard qualification period (July 1, 2012– June 30, 2013), evidence provided that students were active in participating in district, and/or state and national student organization competitive events.
- E) During the standard qualification period (July 1, 2012– June 30, 2013),

evidence provided that the technology center had a certified guidance counselor for student recruitment, assessment, placement and advisement.

- F) During the standard qualification period (July 1, 2012– June 30, 2013), evidence provided that the technology center utilized appropriate assessments as a tool for career major enrollment. Evidence must include how the student assessment information (including an interest inventory), career plan of study, or career major was used as a basis for student enrollment.

III. Communications and Marketing

- A) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013), the technology center district had a communications and marketing program and employed a full-time communications and marketing specialist or had assigned those responsibilities to technology center staff person(s). The individual(s) responsible for the communications and marketing program must also have participated in the Communications and Marketing Council.
- B) Evidence provided that the technology center had a current marketing plan during the standard qualification period (July 1, 2012 – June 30, 2013), on file with the Communications and Marketing Division of the ODCTE that identified specific target markets and appropriate types of communication methods and media. This plan should have included research, analysis, communication, and evaluation. In addition, this plan should also have interconnected with the goals and objectives of the Communications and Marketing Council.
- C) A technology center's marketing plan must have been integrated into the technology center's strategic plan and must have been presented to the technology center board of education during the standard qualification period (July 1, 2012 – June 30, 2013). Evidence will be a copy of the technology center's board of education minutes where the marketing plan was presented to the technology center board of education.

IV. Sending School Relationships

- A) Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) opportunities were made available to all sending schools. Activities may include advisory committees, summer camps for teachers, in-service training, continuous school improvement activities or other innovative initiatives.
- B) Evidence (meeting minutes) provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center superintendent visited sending schools and/or conducted meetings.
- C) Evidence (meeting minutes) provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center staff conducted at least semi-annual meetings with sending school principals/counselors.

V. Professional Activities

- A) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) the technology center was a paid member of OATC and had technology center board member participation in *CareerTech* activities. (Activities to include OATC, OkACTE, ACTE and ODCTE sponsored meetings including Summer Conference.)
- B) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) at least 95 percent of the technology center’s administrative and professional staff were members of ACTE, OkACTE and their appropriate division.
- C) Representation by the Superintendent or his/her designee at 90% of the regularly scheduled monthly meetings sponsored by the Technology Center Superintendents’ Association. (Consideration will be given for extenuating circumstances.)

VI. Business and Industry Services

- A) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) the technology center employed at least one certified (or currently enrolled) BIS coordinator to provide the industry and adult training programs needed by the local area or produced a minimum of 2520 BIS clock hours excluding programs that do not qualify for state reimbursement.
- B) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) the technology center had a commitment to serve business and industry by providing eight (8) of the following nineteen (19) categories of programs and service areas:
 - 1. Bid Assistance Center
 - 2. Self-Employment Training
 - 3. Incubator Support Services
 - 4. Small Business Management Program
 - 5. Agriculture Business Management Program
 - 6. Coordination of programs/services with community-based organizations
 - 7. Management Development Groups
 - 8. CEO Network
 - 9. Rural Economic Development Program or Metropolitan Economic Development Program
 - 10. Training &/or Services for Military Establishments Located in the Technology Center District
 - 11. Initiative to Meet the Unique Needs of a Segment of the Workforce in the Technology Center District
 - 12. Training for Industry Programs (TIP)
 - 13. Safety Training
 - 14. Adult & Career Development
 - 15. Industry Specific Training
 - 16. Collaboration with the Manufacturers Alliance (Manufacturing Extension Agents)
 - 17. Traditional Apprenticeship Training

18. Existing Industry Training (Type 30)
19. Government Entity Training

VII. Special Initiatives

- A) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) the technology center sought to serve special initiatives or provided additional services sensitive to needs of its constituency by providing five (5) of the following ten (10) services:
1. State Accrediting Agency approval for veterans' educational assistance
 2. Workforce Investment Act Involvement
 3. A TANF or Welfare-to-Work Program
 4. Innovative initiative that falls within the framework of the minimum criteria above
 5. A written minority recruitment policy (student and staff)
 6. A program available to serve at-risk students
 7. Job placement services available to all students
 8. Services and/or programs to a sending school(s) through a unique partnership or delivery system
 9. Technology Centers that Work
 10. Implementation of an innovative initiative that provides students the opportunity to obtain high-wage, high-skill employment upon program completion or after college graduation
- B) Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) the technology center was an **active participant** in a Tech Prep or Technology Centers That Work site, and was implementing at least one "career pathway," which includes a coordinated, non-duplicative sequence of courses (which may include work-based learning experiences) and associated credits that:
- Identifies both secondary and postsecondary education elements;
 - Includes challenging academic and CTE content that adequately prepares students to pursue the postsecondary education element of the career pathway;
 - May include the opportunity for secondary students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary credits;
 - Culminates in technical skill proficiency, an industry-recognized credential, a certificate, a degree, or completion of a recognized apprenticeship program.

**Oklahoma Association of Technology Centers (OATC)
GOLD STAR RECOGNITION PROGRAM
FOR OKLAHOMA TECHNOLOGY CENTERS**

**2014
APPLICATION FORM INSTRUCTIONS**

Purpose

This program is designed to recognize technology center districts that have met rigid and demanding criteria demonstrating a high level of excellence. This voluntary program (not to be confused with accreditation) provides recognition to districts with exemplary programs designed to meet a broad spectrum of community needs. Gold Star recognition will be for a period of one year and applications must be submitted each year. This award is sponsored by OATC and will be presented during a general session at Summer Conference.

B) Eligibility

To be eligible for this award, the technology center district must satisfy requirements in each of the seven categories. Individual sites are not eligible for this award. Each technology center district will receive a partially completed entry form from OATC. To be eligible for Gold Star recognition, the technology center district must complete and return the application to the OATC office. All applications must be postmarked no later than May 15, 2012. All districts satisfying the criteria will receive Gold Star recognition.

Evaluation of Application

Applications will be evaluated by a committee consisting of the president of the Technology Center Superintendents' Association, president of OCLA, a retired career and technology education administrator appointed by the state director, and two board members appointed by the president of OATC and the Manager (or designee) for Technology Centers Services will serve as an ex-officio member of this committee.

Appeals

No appeals of any form will be permitted once the application deadline has passed.

APPLICATION PROCEDURES

Directions: In order to provide uniformity and to facilitate reproduction, Gold Star applications must conform to the following guidelines:

1. Application should be placed in a three-ring binder (no spiral or taped copies).
2. Application will be made on 8½ x 11 white computer or white copy paper.
3. The cover page should be printed in black and white.
4. Plastic page covers are inappropriate.
5. Black ink is preferred (no pencil marks).
6. Supporting information should be placed behind appropriate section (not at the end of the application).
7. Pages should be numbered sequentially.
8. Answers for all items must be placed directly on the application form unless otherwise indicated.
9. All answers must pertain to the standard qualification period (July 1, 2012 – June 30, 2013).
10. If additional space is needed to provide complete information for the charts in Sections I, IV, or V, additional copies of the blank form should be made to enter the information.

A submittal letter confirming the completeness and accuracy of the application must be signed by the technology center district superintendent and accompany the completed application form. This letter, the completed application form, and supporting information comprises the application materials.

Supporting information is material required by the application form on (8½ X 11) pages of material. More than the necessary pages of supporting information will disqualify the application.

Should explanation beyond the scope of the application be considered necessary by the applicant, additional information must be submitted with the application and labeled as an “Addendum to the Application”. This material will not be considered as a part of the official application and may or may not be a factor in the committee’s decisions.

ABSOLUTELY NO SCRAPBOOKS WILL BE ACCEPTED!

Submit completed application materials to OATC, 2801 N. Lincoln, Suite 130, Oklahoma City, OK 73105.
Applications must be postmarked no later than May 16, 2014.

PROGRAM APPLICATION

I. PROGRAM STANDARDS

A. Accreditation Standards

Minimum Criteria: All administrative and program standards were met as evidenced by the most recent accreditation report. If the applicant had standards that were not met and had already submitted plans of action, a status report addressing completed and pending actions was submitted to the Accreditation Section for review prior to April 2013. The Accreditation Section should notify the applicant that the status report was approved. The OATC Awards Committee recognizes that technology centers have made the transition from programs to career majors; however, during this transition period the current accreditation process will continue to use the word programs.

(If any administrative and program standards were not met and the applicant had submitted plans of action, include a copy of the email from the Accreditation Section that says the status report was approved as Attachment I.A.).

The ODCTE Accreditation Section will complete verification of Section I, Part A.

B. Audit Exceptions

Minimum Criteria: During the standard qualification period (July 1, 2012– June 30, 2013), all annual technology center audit exceptions must have been resolved with the ODCTE Audit Manager.

The ODCTE Audit Manager will complete verification of Section I, Part B.

C. Strategic Plan

Minimum Criteria: Evidence provided that the technology center had a current strategic plan that supports the strategic plan of the Oklahoma system of Career and Technology education.

Attach copy of the first five (5) pages of the technology center's current strategic plan (to include mission, vision, goals, and action plan). Label this section Attachment I.C.

The Technology Center Services Division of ODCTE will complete verification of Section I, Part C.

II. Student Services

_____ **Technology Center**

The following information can be found at www.okcareertech.org/imd

A. Continuation/Completion of Student Program of Instruction

Minimum criterion: Eighty-percent of enrollees (excluding client-based programs) or secondary students listed on the Program Enrollment Form continue/complete career and technology training within the applicant's district, as shown by the follow-up data for students who enrolled a career major during the standard qualification period (July 1, 2012– June 30, 2013).

All Students	% continue/retained	=	% TOTAL
All Secondary Students	% continue/retained	=	% TOTAL

B. Placement of Known Program Completers (related occupation, military, or continuing education).

Minimum Criteria: At least 82.5-percent of all known career major completers were (1) being placed in jobs for which they were trained, (2) continued their education, (3) or joined the military, as shown by the current **Completion/Follow-up Report**, and the percent of unknown completers must be 5 percent or less, as shown by the follow-up data for students who graduated during the standard qualification period (July 1, 2012– June 30, 2013).

% of career major completers Employed in a Related Occupation, Employed by the Military, or Continuing Education = %

% of unknown career major completers must be 5% or less = %

C. State CareerTech Student Organization (CTSO) Membership

Minimum Criteria: During the standard qualification period (July 1, 2012– June 30, 2013) evidence provided that 50 percent of total full-time secondary students held membership in the appropriate state career and technology student organization.

CAREERTECH STUDENT ORGANIZATION	NUMBER OF STUDENT MEMBERS
DECA	
BPA	
FFA	
FCCLA	
HOSA	
SkillsUSA	
TOTAL	

Total full-time secondary students for FY09 (July 1, 2012– June 30, 2013)..... (A)
 Number of secondary student members (B)
 Percent of total student members [Line (A) divided by line (B)] (C)

D. CareerTech Student Organization Participation (secondary and/or postsecondary students)

Minimum Criteria: During the standard qualification period (July 1, 2012– June 30, 2013), evidence provided that students were active in participating in district, and/or state and national student organization competitive events.

ACTIVITY	NUMBER OF STUDENTS PARTICIPATING		
	DISTRICT LEVEL	STATE LEVEL	NATIONAL LEVEL
Skill Competition			
Leadership Competition			

E. Certified Guidance Staff for Student Recruitment, Assessment, Placement, and Advisement

Minimum Criteria: During the standard qualification period (July 1, 2012– June 30, 2013), evidence provided that the technology center had a certified guidance counselor for student recruitment, assessment, placement and advisement.

NAME	TYPE OF CERTIFICATION	CERTIFICATE NUMBER	EXPIRATION DATE

Provide a one-page, written description of the career guidance program. Label the section containing this description Attachment II.E.

F. Technology Center Assessment Capabilities

Minimum Criteria: During the standard qualification period (July 1, 2012– June 30, 2013), evidence provided that the technology center utilized appropriate assessments as a tool for career major enrollment. Evidence must include how the student assessment information (including an interest inventory), career plan of study, or career major was used as a basis for student enrollment.

Provide a one-page, written description of the assessment instruments used for career major enrollment. Include how the student assessment information (including an interest inventory), a career plan of study, or career major was used as a basis for student enrollment. Label the section containing this description Attachment II F.

The Career and Academic Connections Division of ODCTE will complete verification of Section II, Part F.

III. COMMUNICATIONS and MARKETING

A. Communications and Marketing Program/Staff Member

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013), the technology center district had a communications and marketing program and employed a full-time communications and marketing specialist or had assigned those responsibilities to technology center staff person(s). The individual(s) responsible for the communications and marketing program must also have participated in the Communications and Marketing Council.

NAME	% OF TIME ASSIGNED TO COMMUNICATIONS AND MARKETING	ACTIVELY PARTICIPATES IN COMMUNICATIONS AND MARKETING COUNCIL? (YES/NO)

Provide a one-page summary of the communications and marketing program. Label this summary Attachment III.A.

B. Technology Center Marketing Plan

Minimum Criteria: Evidence provided that the technology center had a current marketing plan during the standard qualification period (July 1, 2012– June 30, 2013), on file with the Communications and Marketing Division of the ODCTE that identified specific target markets and appropriate types of communication methods and media. This plan should have included research, analysis, communication, and evaluation. In addition, this plan should also have interconnected with the goals and objectives of the Communications and Marketing Council.

The Communications and Marketing Division of ODCTE will complete verification of Section III, Part B.

C. Technology Center Marketing Plan

A technology center’s marketing plan must have been integrated into the technology center’s strategic plan and must have been presented to the technology center board of education during the standard qualification period (July 1, 2012– June 30, 2013). Evidence will be a copy of the technology center’s board of education minutes where the marketing plan was presented to the technology center board of education.

Provide a copy of the board agenda and minutes (can be an excerpt from the board agenda and minutes) where the marketing plan was presented to the technology center board. Label this Attachment III.C.

IV. SENDING SCHOOL RELATIONSHIPS

A. Activities for Sending Schools

Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) opportunities were made available to all sending schools. Activities may include advisory committees, summer camps for teachers, in-service training, Technology Centers That Work activities or other innovative initiatives.

Number of sending schools in district: _____

ACTIVITIES	NUMBER OF SCHOOLS PARTICIPATING

Attach documentation if necessary.

B. Sending School Superintendents

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center superintendent visited sending schools and/or conducted meetings.

Attach copies of documentation providing number of meetings and/or visits. Label the section containing these items Attachment IV.B.

C. Sending School Principals/Counselors

Minimum Criteria: Evidence (meeting minutes) provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center staff conducted at least semi-annual meetings with sending school principals/counselors.

Provide documentation of meeting and/or visits and label the section containing these items Attachment IV.C.

V. PROFESSIONAL ACTIVITIES

A. Membership/Participation in OATC

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center was a paid member of OATC and had technology center board member participation in CareerTech activities. (Activities to include OATC, OkACTE, ACTE and ODCTE sponsored meetings including Summer Conference.)

<u>VI.</u> FUNCTION	<u>VII.</u> DATE	BOARD MEMBERS PRESENT

B. Membership in OkACTE/ACTE (Personnel who were employed after August 1 should not be included in the percentage.)

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012 – June 30, 2013) at least 95 percent of the technology center’s administrative and professional staffs were members of ACTE, OkACTE and their appropriate division.

The OkACTE/OATC will complete verification of Section V, Parts A and B.

C. Representation by the Superintendent or his/her designee at 90% of the regularly scheduled meetings sponsored by the Technology Center Superintendents’ Association. The Superintendent/designee must attend all of the sessions at each of the meetings. (Consideration will be given for extenuating circumstances.)

Provide a list of the monthly meetings and who from the technology center attended each meeting.

The ODCTE Technology Center Services Division will complete verification of Section V, Part C.

VI. BUSINESS AND INDUSTRY SERVICES

A. Industrial and Adult Training

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center employed at least one certified (or currently enrolled) BIS coordinator to provide the industry and adult training programs needed by the local area and produced a minimum of 2520 BIS clock hours excluding programs that do not qualify for state reimbursement.

COORDINATOR TYPE	NAME
Industrial	
Adult	

B. Commitment to Serve Business and Industry

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center had a commitment to serve business and industry by providing eight (8) of the following nineteen (19) categories of programs and service areas:

SERVICE AREA	PROVIDED?	
	YES	NO
Bid Assistance Center	<input type="checkbox"/>	<input type="checkbox"/>
Self-Employment Training Program	<input type="checkbox"/>	<input type="checkbox"/>
Incubator Support Services	<input type="checkbox"/>	<input type="checkbox"/>
Small Business Management Program	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Business Management Program	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of programs/services with community-based organizations	<input type="checkbox"/>	<input type="checkbox"/>
Management Development Group	<input type="checkbox"/>	<input type="checkbox"/>
CEO Network	<input type="checkbox"/>	<input type="checkbox"/>
Rural Economic Development Program or Metropolitan Economic Development Program	<input type="checkbox"/>	<input type="checkbox"/>
Training &/or Services for Military Establishments Located in the Technology Center District	<input type="checkbox"/>	<input type="checkbox"/>
Initiative to Meet the Unique Needs of a Segment of the Workforce in the Technology Center District	<input type="checkbox"/>	<input type="checkbox"/>
Training for Industry Programs (TIP)	<input type="checkbox"/>	<input type="checkbox"/>
Safety Training	<input type="checkbox"/>	<input type="checkbox"/>
Adult & Career Development	<input type="checkbox"/>	<input type="checkbox"/>
Industry Specific Training	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration with the Manufacturers Alliance (Manufacturing Extension Agents)	<input type="checkbox"/>	<input type="checkbox"/>
Traditional Apprenticeship Training	<input type="checkbox"/>	<input type="checkbox"/>
Existing Industry Training (Type 30)	<input type="checkbox"/>	<input type="checkbox"/>
Government Entity Training	<input type="checkbox"/>	<input type="checkbox"/>

To receive credit for this item, a one-page, written description for each of the eight services/programs must be attached (total of eight (8) pages). Label the section containing this Attachment VI.B.

The Business and Industry Services Division of ODCTE will complete verification of Section VI, Parts A-C.

VII. SPECIAL INITIATIVES

A. Services for Special Initiatives or Constituency Needs

Gold Star Award

Page 16

Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center sought to serve special initiatives or provided additional services sensitive to needs of its constituency by providing five (5) of the following ten (10) services:

SERVICES PROVIDED	PROVIDED?	
	YES	NO
State Accrediting Agency Approval for veterans' educational assistance	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Investment Act Involvement	<input type="checkbox"/>	<input type="checkbox"/>
A TANF or Welfare-to-Work Program	<input type="checkbox"/>	<input type="checkbox"/>
Innovative initiative that falls within the framework of the minimum criteria above	<input type="checkbox"/>	<input type="checkbox"/>
A written minority recruitment policy (student and staff)	<input type="checkbox"/>	<input type="checkbox"/>
Educational Services available to serve at-risk students	<input type="checkbox"/>	<input type="checkbox"/>
Job placement services available to ALL students	<input type="checkbox"/>	<input type="checkbox"/>
Services to a sending school(s) through a unique partnership or delivery system	<input type="checkbox"/>	<input type="checkbox"/>
Technology Centers That Work	<input type="checkbox"/>	<input type="checkbox"/>
Implementation of an innovative initiative that provides students the opportunity to obtain high-wage, high-skill employment upon completion or after college graduation	<input type="checkbox"/>	<input type="checkbox"/>

To receive credit for this item, a one-page, written description for each of the five services/programs must be attached (total of five (5) pages). Label the section containing this Attachment VII. A.

The Technology Center Services Division of ODCTE will complete verification of Section VII, Part A.

B. Innovative Initiatives Involvement

- Minimum Criteria: Evidence provided that during the standard qualification period (July 1, 2012– June 30, 2013) the technology center was an **active participant** in a local Tech Prep, Technology Centers That Work site or was implementing at least one “career pathway,” which includes a coordinated, non-duplicative sequence of courses (which may include work-based learning experiences) and associated credits that:
 - Identifies both secondary and postsecondary education elements;
 - Includes challenging academic and CTE content that adequately prepares students to pursue the postsecondary education element of the career pathway;
 - May include the opportunity for secondary students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary credits;
 - Culminates in technical skill proficiency, an industry-recognized credential, a certificate, a degree, or completion of a recognized apprenticeship program.

Include a one-page description on how your technology center is involved in each identified activity. Label the section containing this Attachment VII.B.

The ODCTE Innovative Initiatives and Services Division will complete verification of Section VII, Part B.